



# AMERICAN ACADEMY OF NURSE PRACTITIONERS CERTIFICATION BOARD (AANPCB)

## CERTIFICATION EXAMINATIONS OFFERED

The following American Academy of Nurse Practitioners Certification Board examinations are offered at PSI Testing Center locations:

- Adult-Gerontology Primary Care Nurse Practitioner Certification Examination (AGNP)
- Emergency Nurse Practitioner Certification Examination (ENP)
- Family Nurse Practitioner Certification Examination (FNP)

Please refer to the **AANPCB Candidate Handbook** on the certification program website at [www.aanpcert.org](http://www.aanpcert.org) for detailed information on eligibility requirements, the application process, and exam information.

Phone: 512-637-0500  
 Fax: 512-637-0540  
 URL: [www.aanpcert.org](http://www.aanpcert.org)  
 Email: [certification@aanpcert.org](mailto:certification@aanpcert.org)

## EXAMINATION SCHEDULING PROCEDURES

AANPCB’s application process is an online process. Qualified candidates will be approved to sit for an examination **after** completion of all didactic and clinical coursework required in the nurse practitioner portion of their program. When a candidate’s application is complete and eligibility-to-test is approved, AANPCB will notify PSI of the candidate’s eligibility-to-test. PSI will then send an eligibility email notification from [no-reply@psionline.com](mailto:no-reply@psionline.com) to the candidate, which will indicate successful registration for an AANPCB certification examination, include the Candidate’s ID Number, and a link to schedule the candidate’s testing date, time, and location. PSI test sites are located throughout the United States and Canada.

### INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates access the online registration website at [www.psiexams.com](http://www.psiexams.com).

1. Internet registration is available 24 hours a day to schedule an appointment to test. Log onto PSI’s website and create an account. You must put in your email address and the EXACT spelling of your first and last name. Check the box next to “Check here to attempt to locate existing records for you in the system”.
2. You will be asked to select the examination. Enter the **Eligibility ID number provided in the email sent by PSI from [no-reply@psionline.com](mailto:no-reply@psionline.com)**. Your record will be found and you may proceed to schedule the exam. Enter your zip code. A list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear.

**Note:** Candidates requesting special test arrangements because of a disability must follow PSI guidelines. **DO NOT** schedule your examination until your completed **PSI Special Accommodation Request Form** and required documentation has been received and processed by the PSI Special Accommodations department.

### TELEPHONE REGISTRATION

Candidates may call PSI at (800) 733-9267 to contact a live operator seven days a week to schedule an appointment for the test. The times of operation for live operators are as follows:

Time Zone	Monday - Friday	Saturday-Sunday
Eastern	7:30am – 10:00pm	9:00am - 5:30pm
Central	6:30am - 9:00pm	8:00am - 4:30pm
Mountain	5:30am - 8:00pm	7:00am - 3:30pm
Pacific	4:30am – 7:00pm	6:00am - 2:30pm



## TO CANCEL OR RESCHEDULE A TEST APPOINTMENT

Call PSI at (800) 733-9267 to cancel and reschedule your appointment.

You may cancel and reschedule a test appointment if your cancellation notice is received 2 days before the scheduled test date. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday.

**Note:** Candidates requesting special accommodations because of a disability must follow PSI guidelines. **DO NOT** schedule your examination until your completed PSI Special Accommodation Request Form and required documentation has been received and processed by the PSI Special Accommodations department.

## MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the test as scheduled, and you will have to reapply to take the exam if you:

- Do not appear or do not cancel your appointment within 2 days before the scheduled test date;
- Arrive after the test start time;
- Do not present proper identification when you arrive for the test.

## SPECIAL ACCOMMODATIONS

All test centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the test will need to complete the **Special Accommodation Request Application Form** and return it to PSI as instructed. (You may find the form at <http://www.aanpcert.org>). The application will be reviewed and the candidate will be contacted by a PSI Special Accommodations Team Member within 48-72 hours to arrange necessary accommodations.

## TEST SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or an emergency forces the closure of a test site on a scheduled test date, your test will be rescheduled. PSI personnel will attempt to contact you in this situation. You may check the status of your test schedule by calling (800) 733-9267. Every effort will be made to reschedule your test at a convenient time as soon as possible. You may also check our website at [www.psiexams.com](http://www.psiexams.com).

## **REPORTING TO THE TEST SITE**

- On the day of the test, you should arrive at least 30 minutes before your appointment.
- This extra time is needed for signing in and familiarizing yourself with the test process.
- *If you arrive late, you may not be admitted to the test site.*

## REQUIRED IDENTIFICATION AT TEST SITE

- You must provide 2 forms of identification.
- One ID must be a VALID form of government-issued identification (Driver's License, State ID, or Passport) which bears your signature and has your photograph.
- The second ID must have your signature and preprinted legal name. Acceptable forms of identification include a Credit card, ATM card, Social Security card, Employee ID card, or Voter Registration card.
- A candidate's first and last name and both identifications must match the name provided on the AANPCB application and the eligibility notice sent by PSI.

## SECURITY PROCEDURES

The following items are not permitted in the examination room:

- All personal electronic devices, except those that are a medical necessity.
- Children, guests, cellular telephones, personal digital assistants (PDAs), recording devices, cameras, pagers, purses, notebooks, notebook computers, reference or reading material, music players, radios, electronic games, calculators, or briefcases.
- Personal items including backpacks, pens, pencils, or other writing devices, food, drinks (unless prior approval is obtained by your regulatory entity) and good-luck items.
- Hats, baseball caps, or visors (with the exception of religious apparel), coats, shawls, hooded clothing, heavy jackets or overcoats.

The following security procedures will apply during the examination:

- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- No smoking, eating, or drinking will be allowed at the examination site.
- You may not exit the building during the examination.
- Copying or communicating examination content is a violation of PSI security policy, Federal copyright law, and State Law. Violation of these policies/laws may result in the disqualification of examination results and may lead to legal action.



## TAKING THE TEST BY COMPUTER

Taking the PSI test by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use the mouse.

### IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the test. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the test for which you are registered.

### TUTORIAL

Before you start your test, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time spent on the tutorial, up to 15 minutes, DOES NOT count as part of your test time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

### TEST QUESTION SCREEN

The “function bar” at the top of the test question screen provides mouse-click access to the features available while taking the examination.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

**IMPORTANT:** After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.



The screenshot shows a computer interface for a test. At the top, there is a function bar with icons for Mark, Comments, Goto, Help, and End. Below this, a status bar displays: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359. The main question area contains the text: "3. What do the stars on the United States of America's flag represent?". Below the question, it says "(Choose from the following options)". There are four radio button options: "1. Presidents", "2. Colonies", "3. States", and "4. Wars". At the bottom of the screen, there are two buttons: "<< Back" and "Next >>".

## SCORE REPORTING

- Candidates **will not** see their exam results on the computer following completion of the examination. Upon request, a candidate may receive a **preliminary Pass/No Pass** printout at checkout. **This is not an official notice.**
- Examination scores are sent from PSI to AANPCB once weekly.
- An official score letter will be mailed to the candidate when all required paperwork, fees, and official final transcript with degree awarded and date degree conferred are received by AANPCB.
- For more information, please refer to the **FAQs** and **Candidate Handbook** at [www.aanpcert.org](http://www.aanpcert.org).

## TO OBTAIN STATUS INFORMATION, CONTACT AANPCB AT:

American Academy of Nurse Practitioners National Certification Board, Inc. (AANPCB)

Phone: 512-637-0500

Fax: 512-637-0540

URL: [www.aanpcert.org](http://www.aanpcert.org)

Email: [certification@aanpcert.org](mailto:certification@aanpcert.org) (email is the preferred method of correspondence)

